

**FAR SOUTH COLUMBUS AREA  
COMMISSION  
BY-LAWS**



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# **By-Laws OF THE FAR SOUTH COLUMBUS AREA COMMISSION-COLUMBUS, OHIO**

These By-Laws establish the procedure under which, the Far South Columbus Area Commission, Columbus, Ohio, shall execute those duties and functions set forth in and with authority granted by Columbus City Charter Section 60, 61 and 121.

## **Article I**

### **Name**

The name of this organization shall be the Far South Columbus Area Commission, herein referred to as the "Commission" and/or "FSCAC."

## **ARTICLE II**

### **Area**

The boundaries of the Far South Columbus Area Commission shall incorporate our 3111.03 boundaries:

**To the North:** SR 104, north on Lockbourne Rd., east to Refugee Rd., south on Alum Creek Dr.;

**To the South:** City of Columbus corporation limits;

**To the East:** west side of SR 33 to SR 317 (Hamilton Road) south on SR 317, to south on Pontius Rd. to the City of Columbus corporation limits (excluding the village of Obetz and City of Groveport);

**To the West:** east side of the Scioto River to I-270, west on I-270, and south on Jackson Pike / SR104 to the City of Columbus corporation limits.

## **ARTICLE III**

### **Purpose**

#### **Section 1: Established Purpose**

- A. The purpose of this Commission shall be to afford voluntary citizen participation in decision-making in an advisory capacity to the Mayor's Administration or action of the Columbus City Council. The Commission shall also facilitate communication, understanding and cooperation among citizens, neighborhood groups, city officials and staff, and other stakeholders by performing those function and duties set out in C.C. 3109.14.
- B. The Commission shall identify and study the problems and requirements of the Commission area in order to:
  1. Create plans and policies which will serve as guidelines for future development of the area.

2. Bring the problems and needs of the area to the attention of appropriate government agencies or residents.
3. Recommend solutions or legislation.
4. Aid and promote communications within the Commission area and between it and the rest of the city by means of:
  - a. Regular and special meetings of the Commission which are open to the public.
  - b. Public hearings on problems, issues, and proposals affecting the area.
  - c. Public forums and surveys to provide an opportunity for area residents, businesses, and organizations to state their problems and concerns.
  - d. Soliciting active cooperation of all segments of the area and city, including organizations, institutions, and government.
  - e. Initiating proposals and supporting those introduced by individual citizens or area organizations, which will enhance the quality of life enjoyed by area residents and preserve the unique residential and commercial mix of the area.
  - f. Promoting and encouraging businesses whose functions, methods of operation, architectural appearance, and locations are consistent with the character and requirements of the area.
  - g. Initiating, reviewing and recommending criteria and programs for the preservation, development, and enhancement of the Commission area, including, but not limited to, parks, recreational areas, sidewalks, streets and traffic, by means of:
    - i. Reviewing the proposed capital improvements budget and proposing new items and changes relating to the area
    - ii. Making recommendations for restoration and preservation of the historical elements within the area; and
    - iii. Receiving and reviewing for recommendation, prior to adoption by governmental bodies, any new or revised comprehensive plan affecting the area.
5. Recommend priorities for and review government services and operation of the various government departments in the Commission area by means of:
  - a. Requesting and receiving from departments or agencies periodic reports concerning governmental services or practices in the area.
  - b. Meeting with administrative heads of any department or agency, or any of their subordinates, to obtain additional information deemed necessary for the Commission to fulfill its functions.
  - c. Requesting and receiving from departments or agencies, prior to implementation, full reports on any proposed changes in service or practice in the area, and recommending approval or disapproval of the proposed changes.



- d. Reviewing and evaluating pending legislation substantially affecting the area prior to its consideration by council.
  - e. Regularly receiving for review, comment and recommendation copies of applications and notices of all public hearings related to re-zonings, special permits, variances, demolitions, and zoning appeals regarding property located wholly or partially within the area.
6. Recommend persons from the Commission area for nomination to membership on city boards and Commissions which make decisions or recommendations affecting the Commission area.
  7. The Commission may meet with applicants for re-zonings, special permits, demolition permits, or variances regarding property wholly or partly within the Commission area to discuss the proposal, its relationship to the area, and possible modifications. In order to assist decision-making without disrupting existing procedures, the Commission shall conduct such meetings and notify the appropriate body of its recommendations in a timely manner. Upon good cause shown, inability of the Commission to make a recommendation may be grounds for postponement of subsequent action by other bodies:
    - a. Suggestions and comments of the Commission shall be advisory only and failure of the applicant to comply therewith shall not in itself constitute grounds for denial of the application. Failure of the applicant to consult the Commission in a timely manner, however, may be grounds for postponement of further actions by other bodies.
  8. The Commission shall not endorse any candidate for public office.

## **ARTICLE IV**

### **Membership**

#### **Section 1: Members**

The Commission shall consist of fifteen (15) members. Each Commissioner shall reside and/or be appointed in the Commission area and be duly appointed by the Mayor with the concurrence of Council, and serve without compensation.

- A. Eleven (11) Elected Commissioners shall be elected in accordance with the election rules adopted by the Far South Columbus Area Commission. Each elected Commissioner shall maintain their residence in the Far South Columbus area during the term of office.
- B. Four (4) Commissioners should either own real property, operate a business or manage/direct a government entity within the area and shall be nominated by the Commission. The four (4) shall be:
  - 1.) Zone 1: Clergy
  - 2.) Zone 1: Business
  - 3.) Zone 2: Clergy
  - 4.) Zone 2: Business

If there is not a resident or a business owner available to accept those seats, the seats will remain vacant until such a person should become appointed.



## **Section 2: Terms**

Members of an area Commission shall serve without compensation for a term of three (3) years, each year will be **January 1<sup>st</sup> to December 31<sup>st</sup>**. Initial appointments shall be made for no less than one (1) year and no more than three (3) years to maintain future continuity of representation. Area Commission terms should be established so that the number of expiring seats is approximately the same each year, which shall be **December 31<sup>st</sup>**.

## **Section 3: Representation**

No Commission member shall represent the Commission in its official capacity before any other public body or official, except as specifically authorized by the Commission. Any and all conflicts of interest shall be disclosed and shall be deemed as a resignation from the Commission. Notice of such will be communicated to the Mayor, through the Department of Neighborhoods, unless three quarters (3/4) of those Commissioners present and voting determine that extenuating circumstances justify that Commissioner's continuing to hold their position. It is understood Commissioners may represent civics, block watches or other organizations and may speak on their own behalf.

## **Section 4: Disqualification**

Commissioners shall maintain their qualifications, as stated in Article IV, Section 1, A & B. Failure shall be deemed as a resignation from the Commission and notice of such will be communicated to the Mayor, through the Department of Neighborhoods.

## **Section 5: Attendance**

If a Commissioner has three (3) absences in a commission year, that Commissioner shall be subject to termination from the Commission and notice of such will be communicated to the Mayor, through the Department of Neighborhoods, unless three quarter (3/4) majority vote of those Commissioners present and voting determine that extenuating circumstances justify that the member shall continue to hold their position. Commissioners in advance may ask for a leave of absence for up to three months. If a Commissioner needs more time, then the Commission will review situation. The Recording Secretary shall keep the Chair updated on attendance of each Commissioner. The Chair will remind such member of this provision after the Commissioner's second absence. Commissioners are responsible to inform a Commissioner attending the meeting, if they are unable to attend the meeting. During virtual meetings problems with internet, landline or cell phones will be excused and will not be included in the three absence as above, as long as the Commissioner reports to the Chair within **48** hours.

## **Section 6: Resignation**

- A. Commissioner will send their resignation letter to the Mayor through Department of Neighborhoods and Chair, which will inform the Commission body.
- B. The resigning Commissioner has until the next full Commission meeting to rescind resignation in writing to the Mayor through the Department of Neighborhoods and Chair, which will inform the Commission body.



## **Article V**

### **Budget**

No monies shall be expended or encumbered, save pursuant to the Annual Budget.

- A. At the directive of the Department of Neighborhoods, the Chair and the Treasurer shall develop a draft of the annual budget. At the directive of the Department of Neighborhoods, this written draft will be distributed to all Commissioners for discussion and approval of the budget by a roll call vote of those Commissioners present.
- B. Due to the City of Columbus electronic automatic deposit, the Treasurer will notify the Chair when funds are available.
- C. All purchases must follow the guidelines allowed in current City of Columbus Code for Area Commissions, known as Memorandum of Agreement (MOA.)
- D. For purchases for Commission activities that are itemized in the approved annual budget, any Commissioner may request reimbursement by providing the Treasurer with a written, dated request form explaining the purchase, followed by a paper copy of the original receipt or an on-line copy of invoice for the purchase. Permission to grant reimbursement may be given by the Treasurer. (See Page 19.)
- E. Any Commissioner may request a full Commission vote on any expense reimbursement not itemized in the approved annual budget or approved by the Treasurer.

## **ARTICLE VI**

### **Officers**

The Officers of the Commission shall be Chair, Vice Chair, Treasurer, Recording Secretary, which shall be elected in the month of **January**. All officers shall serve without compensation for a term of one year, or until their successors are elected. An individual may be elected to serve in multiple offices, if and only if position is not filled by any other Commissioner. The Chair may serve no more than six (6) consecutive years but may be re-elected after a gap of at least three (3) consecutive years. Consecutive years may be extended by a three quarter (3/4) majority vote of the Commission.

#### **Section 1: Officer Nomination & Selection Process**

- A. Voice nominations for each office are made during the annual meeting. The Commissioners shall accept or decline the nomination at this time. Then the nominations are closed. Commissioners will vote by roll call vote for the following Chair, Vice Chair, Treasurer, and Recording Secretary.
- B. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in any other position shall be filled in the same manner as the original officer election process provided in Section 1 of this Article.



## **Section 2: Chair**

The Chair shall:

- A. Chair all meetings of the Commission;
- B. Coordinate the actions of all officers and representatives of the Commission;
- C. Chair all public hearings called by the Commission;
- D. Select, supervise, direct or delegate any volunteers;
- E. Ask for Volunteers for all Chairs of standing committees or Commission Advisors per Article VIII, Section 2.C,
- F. Make sure that the Commission is represented at appropriate City Council meetings.
- G. Set the agenda for monthly Commission meeting and email each Commissioner three (3) days prior to regular scheduled Commission meeting.

## **Section 3: Vice Chair**

The Vice Chair shall:

- A. Assist the Chair
- B. Preside at meetings in the absence of the Chair
- C. Assist the Chair in establishing and distributing the monthly agenda

## **Section 4: Treasurer**

The Treasurer shall:

- A. Receive all monies and approve all payments for the Commission in accordance with Article V.
  - B. Prepare and present an Annual Budget, with the President, for the Commission in accordance with Article V.
  - C. Provide a written report on the financial condition of the Commission at each regular meeting along with Treasurer's policies at the bottom of the Treasurer's Report.
  - D. Submit a written report of the finances of the Commission at the Annual Meeting
- Exercise all duties incident to the office of Treasurer, including compliance with all fiscal requirements within the Memorandum of Agreement (MOA) with the city.

## **Section 5: Recording Secretary**

The Recording Secretary shall:

- A. Keep and permanently file all resolutions considered by the Commission, as well as a record of all actions taken; including reminding Chair of attendance issues.
- B. Call the roll at each meeting of the Commission and record times of arrival and departure of Commissioners after roll has been taken or before the adjournment of the meeting;
- C. Minutes of previous month's Commission meeting ready and emailed to each Commissioner three (3) days prior to regular scheduled Commission meeting.

## **ARTICLE VII**

### **Meetings**

#### **Section 1: Regular Meetings**

Regular meetings of the Commission shall be open to the public at all times and routinely be held on the **1st Thursday of each month**, until otherwise directed by a majority vote of the Commission. Each meeting shall be held in the Commission area in an appropriate, large room convenient for members and the public. Prior to changing meeting time of location, the Commission shall notify within seven (7) days of the proposed meeting change to constituents by the City Bulletin.

#### **Section 2: Zoning Committee Meetings**

Zoning Meeting will be held the 3<sup>rd</sup> Thursday of month at 6:30 pm, until otherwise directed by a majority vote of the Commission. Each meeting shall be held in the Commission area in an appropriate, large room convenient for members and the public. Prior to changing meeting time of location, the Commission shall notify within seven (7) days of the proposed meeting change to constituents by the City Bulletin. Attendance not require but recommended for all commissioners.

#### **Section 3: Recess**

The Commission shall not meet during the month of **August**, unless three-quarters (3/4) of those members present and voting determine that extenuating circumstances justify that the Commission meet during the month of August.

#### **Section 4: Special Meetings**

Special meetings may be called by the Chair, Executive Committee, or by a majority of the members in a regular or special meeting. The meeting's purpose, date, time and location shall be stated in the meeting notice. No business will be considered in a special meeting unless it was included in the meeting notice and a quorum is present. In the case of a special meeting, the Commission shall send a written request to the DON liaison to publish in the Columbus City Bulletin, which is updated on Thursdays and will need seven (7) days prior to the date of the meeting.

#### **Section 5: Quorum**

A majority (50% plus two) of the total number of seated commission members shall constitute a quorum for conducting business at monthly Commission meetings. Virtual meeting a commissioners will announce when stepping away.

#### **Section 6: Voting**

- A. The Chair shall be the last to vote. A quorum of Commission members present and voting shall be required to approve any action. Meetings may NOT be held through teleconferencing, videoconferencing, e-mailing or through social or electronic media,



except by changes to Ohio State Laws. Commission members may NOT vote by secret ballot for Commission appointments, officers, or for any other Commission business.

**B. Motions will be announced by the Recording Secretary before roll call vote.**

1. Commissioner shall state their name before their vote.
2. A vote of yes, if you are for the motion.
3. A vote of no, if you are against the motion.
4. A vote of Abstention is removing yourself from the vote, or as stated Article XI, C.

**Section 7: Public Comment**

The public who wish to speak must fill out a Speaker Form and follow the instructions on the form (See page 18.) The Chair shall recognize all members of the public who wish to address the Commission concerning issues under discussion. The Chair may uniformly limit debate to three (3) minutes or an equal amount of time for each side of an issue; and when appropriate, the issue needing action or vote, may be referred by the Chair to the proper liaison or person for action and report at the next Commission meeting.

**Section 8: Dissenting or Concurring Reports**

Dissenting or concurring reports may be filed with the Recording Secretary by any Commissioner and shall be attached to the majority report. A copy of all approved minutes shall be provided to the Department of Neighborhoods within thirty (30) days after approval by the area commission.

**ARTICLE VIII**

**Committees and Commission Advisors**

**Section 1: Duties of Committees, Sub-Committees and Commission Advisor**

The various functions carried out by any respective Committee, Sub-committee or Commission Advisor of the Far South Columbus Area Commission may include, but not be limited to, the following:

- A. Study the problems and needs of the Far South Columbus area, bring the problems and needs to the attention of proper government agencies or the citizens of the Far South Columbus area, and recommend solutions.
- B. Determine the need for and recommend to City Council or any other government body any needed legislation affecting the Far South Columbus area.
- C. Provide a communication mechanism within the Far South Columbus area and to City government through:
  1. Holding regular and special meetings open to the public and publishing time and place of meetings.
  2. Conducting public hearings on problems or issues confronting the Far South Columbus area.
  3. Sponsoring public forums on an as needed basis to provide an opportunity for Far South Columbus area residents to air problems or concerns.



4. Solicit segments of the community including organizations, institutions, and government.
5. Establish structures and techniques for preserving and restoring the historical significance of the buildings and land in the Far South Columbus area.
6. Committee and Sub-Committee meetings are not mandatory for every commissioner to attend.
7. Committee Chairs or Commission Advisors must receive recommendations of full Commission by way of a vote before proceeding with any actions.

## **Section 2: Standing Committees or Commission Advisors**

- A. Standing Committee is more than one person and Commission Advisor is one person collecting information for the Commission. Commission Advisor may at anytime be changed to a Standing Committee, due to attendance. The Advisor will become the Committee Chair.
- B. Other committees, Subcommittees or Commission Advisors may be established for specific purposes by a vote of a majority of the members present at any meeting.
- C. The Chair shall ask for Commissioners to volunteer for standing committees subject to approval by the Commission. The Chair shall consider requests for assignments from all Commissioners but is not bound by those requests.
- D. The initial appointments shall be made at the December meeting for the following year.
- E. The Chair shall be an ex-officio member of all committees and may elect to be a voting member of any committee by a vote of the majority of the committee at the meeting.
- F. The Chair shall designate a Committee Chair to convene each meeting.
- G. All committees shall communicate on a monthly basis and submit a written and/or oral report at each Commission meeting.
- H. The terms of office of all members of all committees shall end December 31<sup>st</sup>, and newly appointed the first Thursday of January of each year.
- I. A vacancy in the committee chair, the Chair will ask for volunteers.

## **Section 3: Executive**

The Executive Committee shall:

- A. Meet quarterly and consist of the Chair, Vice Chair, Treasurer, Recording Secretary, and ask immediate past Chair (if still a Commissioner) to attend by Executive Committee.
- B. Evaluate and plan the direction and scope of the Commission activities.

## **Section 4: Public Safety**

The Public Safety Committee shall:

- A. Conduct research and analysis and make proposal recommendations on criminal justice issues and any city, state or federal plans that affect the area.
- B. Encourage, support. Conduct, research and make recommendations on criminal justice issues within the area.



## **Section 5: Recreation/Parks**

This committee shall:

- A. Conduct research, analysis and make proposal recommendations on these issues and any city, state or federal plans that affect the area's recreation and parks.
- B. Research, monitor, and make recommendations on any federal, state or local funds and grant monies that are available to implement relevant projects in the area.
- C. The Recreation and Parks component of this committee should include but is not limited to the Columbus Division of Recreation and Parks, the Ohio State Parks system and Ohio Department of Natural Resources.
- D. Maintain a list of Recreation Centers and Parks along with addresses or locations and communication phone numbers or emails of Recreation Centers.

## **Section 6: Education**

The Education shall:

- A. Conduct research on educational needs and programs of the area.
- B. Inform the commission on changes or closings of the schools in the commission area.
- C. Each year update schools, principals, vice-principals and superintendent's of each school system in the Commission area, with name, phone and emails.

## **Section 7: Health and Human Services**

Health and Human Services shall:

- A. Inform the commission of health and human services offered in the Commission area.

## **Section 8: Zoning and Development Regulation**

The Zoning and Development Regulation shall:

- A. Requirement for Zoning Chair
  - 1. Familiar with computer technology and systems needed to do the job.
  - 2. Receive all zoning changes from the Department of Building and Zoning Services.
  - 3. Email to all Commissioners copies of all zoning changes immediately.
- B. Regularly receive, review, and make recommendations on all applications for re-zoning, variances, and other zoning adjustments; all appeals; all requests for demolition permits, graphic permits and all special permits; and all applications for city historical designations pertaining to property wholly or partially within the Far South Columbus Area Commission boundaries.
- C. Review existing zoning, building practices, and administrative procedures, as well as make recommendations for proposed changes.
- D. Hold a monthly Zoning Committee meeting (Article VII, Section 2.)
- E. Upon a motion by any Commissioner, requests may be reconsidered by the entire Commission and approved by majority vote.

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1. The Zoning Chair and Vice Chair of the Zoning and Development Regulation Committee's area of responsibility shall include, but is not limited to: code enforcement and zoning, housing code violations, weed and grass violations, hazards and broken glass and trash on property, boarded houses and garages, and act as a liaison to the Department of Development.
  2. Presentations by developers and others during the Commission meeting will adhere to the following format and guidelines.
- F. The Zoning Committee Application Requirements:
1. The Zoning Committee must have the application packet prior to the FSAC's regular monthly meeting. Any application received less than fourteen (14) days prior to the regular monthly meeting may be moved to the following month's meeting. Rare exceptions may be granted at the discretion of both Chairs of the Zoning and Development Regulation Committee and the Chair.
  2. Zoning Chair will email zoning application number along with link to City of Columbus website to each commissioner for their review. This will allow each Commissioner to complete their due diligence and submit questions for the Zoning Chair to ask after the zoning presentation.
  3. The developer/applicant original presentation to the Commission should last no longer than five (5) minutes.
  4. Zoning Chair will ask presenter, submitted questions and open up the floor for Commissioners' additional questions.
  5. Public Zoning speakers must fill out a Speaker's Form and submit the form to the Zoning Chair, prior to Commission meeting starting time. Speakers will wait for their name to be called by the Zoning Chair. Each speaker will have three (3) minutes for comments.
  6. The Zoning Chair will provide order and preside over all zoning hearings.

## **Section 9: Internal Governance**

The Internal Governance shall:

- A. Implement these By-Laws and election rules as required.
- B. Research the effectiveness and applicability of these by-laws and make recommendations to the Commission for amendments to the by-laws.
- C. Conduct the orientation of the new Commissioners, to include class, dispense and explain By-Laws, Department of Neighborhoods City Code Chapter 3109 and Robert's Rules of Order.
- D. Coordinate the internal activities of the Commission as it relates to proper procedure and accountability.
- E. Elections Sub-Committee shall review election procedures and make recommendations concerning all processes related to any FSCAC election.



## **Section 10: Economic Development**

The Economic Development shall:

- A. Conduct research, analysis and make policy recommendations on any economic development issues in the Commission area, and any federal, state or local plans, funds and grant monies that affect the Commission area's economic development.

## **Section 11: Environmental**

The Environmental shall:

- A. Meet with and listen to community residents within the Commission boundaries to identify their concerns and present that information to the City of Columbus Far South Commission;
- B. Promote community name recognition and acknowledge their rights as a community;
- C. Coordinate events with designated communities and the City of Columbus Far South Commission;
- D. Encourage community residents to form a civic association or Block Watch to address their issues and voice their concerns through the City Council process (if one does not exist.)
- E. Coordinate and review issues related to environmental practices that have negative impacts on the viability of communities and their quality of life issues ;
- F. Participate with communities to assist in the development of plans to address community concerns;
- G. Identify specific communities within our Commission boundaries where existing harmful environmental practices continue and pursue positive changes through the appropriate City and State entities, and the Environmental Court systems for remedy and resolution;

## **Section 12: Community Outreach**

The Community Outreach shall:

- A. Inform the Far South Side Community of events, resources and other applicable items in regards to the Commission area.
- B. Handle social media, website, events, outreach and partnerships within the Commission area.
- C. Procure pamphlet handouts for area companies, after voted on by Commission.

## **Section 13: Resource**

The Resource Chair Shall:

- A. Take care of all computer and miscellaneous equipment.
- B. Attend or handoff equipment to respective chairperson(s) for Commission business.



## ARTICLE IX

### Elections

#### Section 1: Election Procedure

All elected members of the Commission shall be elected by general elections from within the Commission area. The Election Board shall present final election results to the Commission at its next annual meeting following the general elections in the same year. The Commission shall accept such results by a majority vote of the Commission members present and voting. The Recording Secretary shall submit approved election results to the Mayor through the Department of Neighborhoods for appointment and concurrence within Council.

#### Section 2: Election Committee

The Elections Committee may consist of Commission area residents and two Commissioners appointed by the Chair of Internal Governance, with the approval of the Commission at a regular meeting each year prior to the general election in **September**. Candidates for election shall not be members of the Elections Committee or polling staff in the year or years in which the candidate's name appears on the ballots. The Chair shall designate one person as "Director of Elections."

#### Section 3: Election Committee Responsibilities

The Committee shall accept any necessary volunteer assistance with the election process; provide for printing and distributing necessary forms such as, but not limited to, petitions, ballots and tallies; receive petitions; locate polling places, certify persons who have qualified as candidates; conduct the election; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. 3109.08 and all other activities incidental thereof. Specifically, the duties of the Election Committee include but are not limited to the following:

- A. Update and distribute petitions of candidacy for Commissioner(s) running for re-election or election and make copies available on line via FSCAC website and South High Street Library for new candidates (see Pages 20-23.) All three pages must be completed.
- B. Arrange for and supervise the reproduction of ballots (see page 24) and map of the Commission area.
- C. Select a location for and equip headquarters for the committee. The election information shall be published and posted in the City Bulletin - [cityofcolumbus.gov](http://cityofcolumbus.gov).
- D. Certify the adequacy of circulated petitions by commission street locations submitted by candidates and make public announcement of the names of the certified candidates.
- E. Enlist and assign volunteer workers to staff polling place(s).
- F. Obtain and distribute equipment and supplies required in polling place(s).
- G. Tally the votes and certify the results for the Commission.
- H. Make final determination of challenges of the eligibility of votes, handle the final determination of challenges of past ballots, and final determination of other questions arising during the election process.



#### **Section 4: Election Rules**

The Election Committee shall recommend and the Commission shall approve by majority vote of its members the Election Rules for governing the Commission elections. Such rules shall include but not be limited to the following provisions: election place(s) hours, and date. Such rules shall be consistent with these by-laws and all other relevant and applicable local, state, and federal laws. Such rules shall not be changed during ninety days before an election nor thirty days after an election. The Commission may amend the Election Rules without action by the Election Committee in the same manner as an amendment of these by-laws. Election Rules and any amendments shall be submitted to the City 90 days prior to the election.

#### **Section 5: Election Process**

Elections shall be by secret ballot and determined by plurality vote, if three or more candidates vie for a single position. Otherwise a majority of votes cast shall elect. Any person eighteen (18) years of age or older who resides, in the Commission area may be an eligible elector. Electors need not be registered with the Franklin County Board of Elections but must be certified by the Election Committee as an eligible elector at the time of voting.

#### **Section 6: Date**

The election shall be held each year upon the **Second Saturday in September**.

#### **Section 7: Ballots**

- A. Each ballot shall carry the name of each candidate and shall state the number of candidates for whom the voter may vote.
- B. No political party or other organization shall be named on the ballot.

The total of all ballots reproduced for the election shall be numbered and recorded by the Election Committee. (See sample ballot on Page 24.)

#### **Section 8: Candidate Qualifications**

- A. Each candidate shall be eighteen (18) years of age or older.
- B. Each candidate must be a resident of the FSCAC area for which they seek to be elected at the time they commence circulating a nominating petition.
- C. Candidates in this non-partisan election shall not declare any political party affiliation.
- D. Candidates need not be registered voters on the rolls of the Franklin County Board of Elections.
- E. Write-in candidates are not permitted.

#### **Section 9: Petition Qualification**

- A. Nominating petitions shall be made available no later than the **first Monday in July**.
- B. Petitions are to be circulated personally by the candidates.
- C. Each circulator of a petition must complete and execute the affidavit at the end of the petition prior to its submission to the Election Committee.
- D. The Election Committee may grant exception to the requirement that a petition be circulated personally by the candidate, due to disability demonstrated by the circulator.

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This exception may be granted only upon written application submitted by the circulator to the Election Committee. If granted, a written statement to that effect must be issued by the Committee with seven days after the Committee has received the written application. A proxy shall be designated to collect the signatures.

- E. Each petition must be signed by at least twenty-five (25) persons, aged eighteen (18) or over and residing in the Commission area. (Sample of petition on Pages 20-23.)

#### **Section 10: Voter Qualifications**

- A. Each voter must be eighteen (18) years of age or older. Identification may be required to verify age.
- B. Each voter must be a resident and/or own real property with the Far South Columbus Area upon election date of the year in which the resident seeks to cast a vote.
- C. Each voter need not be a registered voter on the rolls of the Franklin County Board of Elections.

#### **Section 11: Polling Procedures**

- A. The polling staff shall keep a register of the residents who have voted in the respective polling places, said register to reflect a list of resident's names and addresses of those who have cast ballots and signatures.
- B. All polling records shall be placed in the custody of the Recording Secretary of the Commission and retained in a secure place for three (3) years.

#### **Section 12: Counting of Ballots**

- A. The counting of ballots shall be done by the Election Committee at its headquarters immediately following the conclusion of all voting and shall be placed in sealed envelopes and given to Election Committee Chair.
- B. Candidates may have an observer present at the counting of the ballots at the headquarters.
- C. Results of the balloting shall be certified by the Elections Committee to the Commission at the next regularly scheduled meeting following the election and shall thereafter, be certified by the Recording Secretary of the Commission to the Department of Neighborhoods' Liaison within thirty days.

#### **Section 13: Results**

The candidate receiving the most votes for an open seat, shall be the winner. In the event of a tie vote, the winner shall be decided by the majority vote of the Commission only after a recount of ballots.

#### **Section 14: Security of Ballots**

- A. In the polling places, each ballot voted shall be deposited by the voter in a sealed ballot box.
- B. Ballot boxes shall remain sealed until counting begins.



## **Section 15: Election Challenges**

- A. An infraction of any of the election rules may result in a candidate being disqualified and/or a special election.
- B. Election challenges must be presented in writing to the Elections Committee on or by 5:00 pm on the 7<sup>th</sup> day following the election. Each candidate for election, upon verification of their qualifications and petitions shall be informed specifically where challenges may be delivered.
- C. In the event of an election challenge, an immediate fact-finding hearing will be held by the Elections Committee for the purpose of receiving relevant testimony and receiving other evidence. The Elections Committee shall not deliberate upon or make any determination in regard to oral or other evidence received in the fact-finding hearing. This will be done in a second hearing, which shall be open to the public.
- D. The Elections Committee shall describe the evidence previously received, hear arguments relating to the evidence and make its decision.
- E. The decision of the Elections Committee shall be appealable to the full Commission. The decision of the Commission shall be final.

## **Section 16: Deadlines**

When a date is set as a deadline, and that date falls on a Saturday, Sunday or a State of Ohio or national holiday, then the deadline shall be extended to the next regular business day following the aforesaid weekend or holiday. In all cases, the day of the deadline shall end at 5:00 p.m. Deadlines as they pertain to the election rules shall be strictly adhered to and shall be final in regard to the items to which they relate. No person shall have the right to an extension of any election deadline.

## **ARTICLE IX**

### **Public Records**

The Commission shall adhere to all public record requirements in the Ohio Revised Code and City of Columbus Code. The Commission shall maintain and make available for prompt inspection any public records in their possession.

## **ARTICLE X**

### **Training**

- A. All Commission members are strongly encouraged to attend area commission training classes provided by the Internal Governance and Department of Neighborhoods.
- B. Newly elected Chair, Vice Chair and Zoning Chair are required to attend two training classes provided by the Department of Neighborhoods, Department of Building and Zoning Services within one (1) year of appointment or election.
- C. Newly elected or appointed area Commissioners are required to attend the new area commission training class provided by the Department of Neighborhoods within one (1) year of appointment or election.



## **ARTICLE XI**

### **Commissioner Code of Conduct**

- A. Area Commissioners must have the public trust, and represent the City of Columbus, Ohio, and has an obligation to revere the laws, promote the public wellbeing, and set a positive example of good citizenship and moral integrity. Harassment, intimidation or discrimination, as defined in Columbus City Code 2331, in any form will not be tolerated.
- B. Area Commissioners shall treat other area Commissioners, developers and members of the public with respect and consideration regardless of the other's opinion, income, homeowner status, renter status, political affiliation, race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, family status or military status.
- C. Area Commissioners, their family members, or business associates shall not benefit financially, or in any way as a result of their duties as an area Commissioner or present the appearance of impropriety as a result of said duties. Area Commissioners shall recuse themselves from all participation in any matters involving a conflict of interest on behalf of said Commissioner.
- D. If a Commissioner cannot adhere to the Robert's Rules of Order or the Far South Columbus Area By-Laws the following will be done:
  - 1. The commissioner will be warned on the first infraction, with the reading of Article XI.
  - 2. Second infraction, a vote will be taken to remove the offending Commissioner by three quarters (3/4) of the Commission.
- E. This will cover Commission Meetings and any Committee, Sub-Committee meetings or Commissioner Advisor.
- F. A letter will be sent to the City of Columbus Mayor, including the name of Commissioner, the infraction and the vote of the Commission, through the Department of Neighborhoods.

## **ARTICLE XII**

### **Parliamentary Authority**

Robert's Rules of Order (Newly Revised) shall govern in all cases to which they are applicable and not inconsistent with these by-laws and any special rules of order the Commission may adopt.

## **ARTICLE XIII**

### **Amendment of By-Laws**

These By-Laws may be amended as permitted in C.C. 3109 at any regular meeting of the Commission by an affirmative vote of three-quarters (3/4) of the Commission members provided that the amendment was properly submitted in writing and read at the previous regular Commission meeting. The Recording Secretary shall notify the Department of Neighborhoods of any approved amendment immediately after its adoption for filing with the Columbus City Clerk and publication in the Columbus City Bulletin. Amendments will take effect ten (10 days) after such publication per Columbus City Code 121.05.



# Far South Columbus Area Commission Speaker Form

Columbus, Ohio

## SPEAKER INFORMATION PLEASE PRINT:

Date:		
Name:		
Title:		
Address:		
Contact Information:	Phone:	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
	E-mail:	
Zoning Address . or Name: See Information 1		
Other Reason: See Information 2		
<p><b>INFORMATION:</b></p> <ol style="list-style-type: none"> <li>1. Please give this form to the Zoning Chair. After the zoning presentation and the commission questions, you will be called. The zoning chair will call your name, you will have three (3) minutes to voice your comments.</li> <li>2. If this is not about zoning, please give this form to the Commission Chair, after filling in the Other Reason information. Please wait until your name is called, you will have three (3) minutes to voice your concern.</li> </ol>		
Perspective:	<input type="checkbox"/> For the above zoning. <input type="checkbox"/> Against the above zoning.	

Form: Speaker Form  
01-03-2019

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# Far South Columbus Area Commission Purchase Reimbursement Form

Columbus, Ohio

## PURCHASE REIMBURSEMENT INFORMATION PLEASE PRINT:

<b>Date:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>Contact Information:</b>	<b>Phone:</b>	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
	<b>E-mail:</b>		
<b>1. Purchase Reimbursement Explanation</b>			
<b>2. Attach Copy of Original Receipt here or on-line invoice.</b>			
<b>ADDITIONAL INFORMATION:</b>			
<b>Signature:</b>			
<b>Approval Signature:</b>			

Form: Purchase Reimbursement Form

01-03-2019





## Responsibilities of a Commissioner

The Far South Columbus Area Commission meet the first Thursday of the month, **in the Commission area**, 6:30-8:30 pm, eleven months out of the year, as August is a recess month. The full area Commission acts as liaisons between neighborhood civics/block watches, property owners, residents, developers/attorneys, and city officials. Commissioners are required to be well informed and prepared to recommend future projects and zoning requests that impact the Commission area.

Please go to FSCAC's website at [www.farsouthcolumbus.com](http://www.farsouthcolumbus.com), if you would like further information about Commissioner's duties, committees, Commissioner's bios, map of Commission boundaries or Commission By-Laws.

If you would like to run for Far South Area Commissioner, please submit a Bio along with this attached **DECLARATION OF CANDIDACY**.

### Campaign Procedures:

- A. There shall be a \$100.00 limit on campaign expenditures. A campaign expense is any appraisable good or service acquired primarily for campaign purposes. Each candidate must file a report of campaign expenditures with the Elections Committee within seven calendar days after the election and candidates failing to meet this requirement shall be disqualified.
- B. Campaigning of any kind (including the posting of campaign materials, and not excluding any other activity that would amount to campaigning) within 100 feet of the polling place is prohibited.
- C. It is the candidate's responsibility to remove any campaign posters, flyers, etc. within 48 hours of Election Day.

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## DECLARATION OF CANDIDACY

This Declaration of Candidacy is to be filed with the Election Committee of the Far South Columbus Area Commission not later than 4 p.m. Friday, August \_\_, 20\_\_, to Commissioner \_\_\_\_\_

No less than 25 valid signatures must be obtained. Each signer must live within the boundaries of the FSCAC. The boundaries are as follows:

The boundaries of the Far South Columbus Area Commission shall incorporate our 3111.03 boundaries: To the North: SR 104, north on Lockbourne Rd., east to Refugee Rd., south on Alum Creek Dr.; To the South: City of Columbus' corporation limits; To the East: west side of SR 33 to SR 317 (Hamilton Rd.), south on SR 317, to south on Pontius Rd. to the City of Columbus' corporation limits (excluding the villages of Obetz and Groveport); To the West: east side of the Scioto River to I-270, west on I-270, and south on Jackson Pike / SR 104 to the City of Columbus' corporation limits.

NOTE- THE CANDIDATE MUST FILL IN, SIGN AND DATE THIS DECLARATION BEFORE ANY SIGNATURES ARE WRITTEN ON THE PETITION.

I, \_\_\_\_\_, the undersigned hereby declare that my voting residence address is \_\_\_\_\_, Columbus, Ohio 43\_\_\_\_, and I am a qualified candidate of the Far South Columbus Area Commission.

I hereby declare that I desire to be a candidate for election to the office Board of FSCAC as a Commissioner.

I further declare that, if elected to this office, I will qualify therefore, and I will support and abide by the principles enunciated by the FSCAC.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
(signature of candidate)





**PETITION FOR CANDIDATE**

(This petition shall be circulated only by the candidate stated above in the declaration of candidacy)

**Signatures on this petition should be from only persons who reside in the FSCAC boundaries stated above and must be written in ink.**

***We the undersigned, whose residence is in the boundaries of the FSCAC hereby certify that the candidate whose declaration of candidacy is filed herewith, is in our opinion, well qualified to perform the duties of the office or position to which the person desires to be elected.***

This amendment may be executed in a number of identical counterparts, each of which shall be deemed an original and all of which collectively, shall constitute one amendment, it being understood and agreed that the signature pages may be detached from one or more of such counterparts and combined with the signature pages from any other identical counterparts and combined with the signature pages from any other identical counterparts in order that one or more fully executed originals may be assembled.

IN WITNESS WHEREOF, intending to be legally bound hereby, we have hereunto set our hands on

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed in the presence of:

Candidate:

\_\_\_\_\_  
State of Ohio )

) SS:

County of \_\_\_\_\_)

Personally, appeared before me, the undersigned, a Notary Public in and for said County and State,

\_\_\_\_\_ known to me as \_\_\_\_\_ which executed the

foregoing instrument for and on behalf of said \_\_\_\_\_, that the same is their free

act and deed as such officer and the free act and deed of said \_\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at \_\_\_\_\_,

this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Ballot for Far South Columbus Area Commission, Commissioners  
September \_\_, 20\_\_**

**Commissioners term will end December 31, 20\_\_:**

**Bill Want** \_\_\_\_\_

**Suzie Please** \_\_\_\_\_

**Joe Will** \_\_\_\_\_

**Mary Doe** \_\_\_\_\_

**Please vote for three.**

**1**

**Ballot for Far South Columbus Area Commission, Commissioners  
September \_\_, 20\_\_**

**Commissioners term will end December 31, 20\_\_:**

**Bill Want** \_\_\_\_\_

**Suzie Please** \_\_\_\_\_

**Joe Will** \_\_\_\_\_

**Mary Doe** \_\_\_\_\_

**Please vote for three.**

**2**

DR

Adopted this 5th day of November, 2020

Delores A. Richardson

Chair

Nov 12, 2020

Date